

NWKFHS Privacy Notice continued...

Consent-post)	for management of consent given by
Consent-phone)	members under the GDPR process

7. The personal data is used to communicate with the member and send out the quarterly Journal.

The membership information in reduced form is used at society events to note attendance of members when checked for the fire and emergency procedures of the venue.

The membership information in reduced form is used by the web-master to provide access to the Members Only Area (MOA) of the Society website.

8. A legitimate interest assessment has been carried out by the society as part of its procedural policy. This is available on request to the Secretary of the Society, NWKFHS c/o KCC Library, 80 Summerhouse Drive, Joydens Wood, Bexley, Kent DA5 2EE

9. The consent to the collection of the member's details is part of the membership application form and the annual renewal form.

Consent for GAD is part of the GAD application form.

Consent for communicating workshop details and contacting from or to the workshop leader is part of the workshop application form.

Consent for providing email information services is part of the application/subscribe form or web site link to this service. The service is authored by NWKFHS but managed by Mailchimp server and software.

Consent for publishing members details in the Journal as author, society taskholder or 'help' requests is obtained for each publication.

In 2018, all existing members were asked to sign a consent form to provide a record of consent prior to the issue of the revised membership application and renewal forms.

10. The membership list is held on a secure computer under control of the membership Secretary with a copy issued to the Treasurer and a back-up copy held by the Society Chair, all are password protected.

The reduced forms of membership details are sent to the Journal printer, branch secretaries, librarian, event organisers and web-master in digital form that is password protected or in paper form as set out in the procedural document appendix 2 (available on request)

11. The membership list is not shared or used for direct marketing.

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12. DNA details are not collected.
13. Members can apply to the Membership Secretary to have all or part of their details deleted. The consequence of this will be that all or some services may not be available from the Society
14. Members have the right to access their own personal details by applying to the Membership Secretary, NWKFHS c/o KCC Library, 80 Summerhouse Drive, Joydens Wood, Bexley, Kent DA5 2EE with a SAE using their original postal address.
15. Members may need to update or change their details to maintain communication with the Society and receive their quarterly Journal. Revised details are to be sent to the Membership Secretary by either post or email.
16. Membership details are not transferred outside the UK.
17. Membership details will be retained as long as a person is a member of the Society. Where a member does not renew on or about the 31st December of that year their personal details will be kept for a further 3 months on the current membership list. The previous 3 years membership lists will be kept to manage their payments and prepayments. They will then be deleted and any associated paperwork shredded.
18. For Honorary members their personal data will be retained until they resign, request to be forgotten or are deceased.
19. For GAD detail schedule data will be retained for 6 years as requested by HMRC